

Key Personnel Resume Worksheet

1. Name:

2. Current Title/Job Position:

3. Length of Time in Present Position:

4. Proposed Title/Job Position:

5. Education

6. Experience:

(Experience continued):

7. Acquisition of Key Personnel:

Instructions

Key Personnel Resume Worksheet

1. **Name:** Name of proposed key person.
2. **Current Title/Job Position:** Current Title/Job Position of proposed key person.
3. **Length of Time in Present Position:** Number of months and years proposed key person has been in present position.
4. **Proposed Title/Job Position:** Labor category to be filled by proposed key person
5. **Education:** Address the proposed key person’s educational background. Include the date(s) the proposed key person acquired the education.
6. **Experience:** Address the proposed key person’s prior related experience, training, accomplishments and awards in related or similar work. Include the date(s) the proposed key person acquired the aforementioned items. Provide an explanation of how the aforementioned items are applicable to the work required in the RFP.
7. **Acquisition of Key Person (Program Manager):** If the proposed key person is not currently available, describe your plan to acquire the needed key person by contract start date.